



NETWORK OFFICE

Guidelines for planning and conducting a survey under the auspices of EUPSA

All surveys conducted within EUPSA should be:

- proposed by a EUPSA member
- performed by at least one EUPSA member
- submitted to the EUPSA Network Office for advice and approval prior to being circulated
- on a topic relevant to pediatric surgery and/or pediatric urology

The survey should:

- maintain anonymity of responders
- describe the study background/objectives/methodology
- address the adequate population to survey

The questionnaire itself should:

- be accompanied by a EUPSA network cover letter
- provide information about the responders, maintaining their anonymity
- be concise, easy to understand and contain specific questions
- avoid free text responses
- have a simple lay-out
- provide an opportunity to give free text comment at the end of the questionnaire
- be pre-tested within EUPSA Network Office, re-written according to feedback and retested when appropriate

The surveyor should:

- generate a brief protocol for the proposed survey, which will become available on the EUPSA website when approved by the Network Office
- choose the appropriate data collection methods
- check response rate and reliability
- analyze data

- interpret the result

Once the analysis is done:

- the surveyor should provide a written report to the EUPSA Network Office
- once this report is approved by the EUPSA Network Office the report should be made available in the EUPSA website
- if surveyors wish to submit the result as abstract/manuscript, they should acknowledge the EUPSA Network Office in their publication for advice and help